

ARIZONA
DEPARTMENT OF
EDUCATION
www.ade.az.gov/certification

CERTIFICATION
UNIT

PHOENIX OFFICE:

1535 West Jefferson Street
Phoenix, Arizona 85007
(602) 542-4367

MAILING ADDRESS:

P. O. Box 6490
Phoenix, Arizona 85005-6490

WALK-IN SERVICES:

Monday through Friday
8:30 am to 4:30 pm

TUCSON OFFICE:

400 West Congress Street, #118
Tucson, Arizona 85701
(520) 628-6326

WALK-IN SERVICES:

Monday through Friday
8:30 am to 4:30 pm

WALK-IN
SAME DAY SERVICES

- Name Changes
- Duplicate Certificates
- Renewals
- Removal of Deficiencies
- Substitute Certificates
- Institutional Recommendations (I.R.)
- Adult Education
- Emergency Teaching Certificates
- Emergency Substitute Certificates
- Reciprocal Certificates
- Extensions & Conversions of Provisional Certificates

OTHER INFORMATION:

**(Fingerprint Clearance Card
Application form)**

DEPARTMENT OF
PUBLIC SAFETY
2320 North 20th Avenue
Phoenix, Arizona 85005
602-223-2279

2002 EMERGENCY RULES

WELCOME TO THE CERTIFICATION PROCESS
GENERAL INFORMATION

For Downloadable Forms and Additional Information, Visit Our Web Site At

www.ade.az.gov/certification

WHAT TYPES OF CERTIFICATES ARE AVAILABLE?

- Substitute
- Teaching (*Elementary, Secondary and Special Education*)
- Reciprocal (*Elementary, Secondary and Special Education*)
- Vocational (*Agriculture, Business & Marketing, Family & Consumer Sciences, Health Occupations and Industrial Technology*)
- Administrative (*Principal, Superintendent and Supervisor*)
- Professional Non-Teaching (*Guidance Counselor and School Psychologist*)
- Other Certificates (*Adult Education, Athletic Coaching and Junior Reserve Officer Training Corps, Teacher Intern*)
- Endorsements (*Special Subject Areas*)

HOW DO I APPLY FOR A CERTIFICATE?

Please complete all of the following steps to apply for your teaching certificate:

- **All first-time applicants** must obtain a Fingerprint Clearance Card from the Department of Public Safety (DPS). For further information, please call DPS at (602) 223-2279.
- Complete an *Application for Certification* and include official transcripts (bearing the original seal or stamp of the registrar). All degrees, programs and courses must be taken from an accredited institution. If the college/university prefers, transcripts may be mailed to our address. **Please follow all instructions on the application carefully.** If the application is incomplete, there may be delays in processing.
- Mail all materials in one envelope; mailing items separately delays processing and increases the risk of lost documents. It is important to have your Social Security Number on each document. If verification of experience is required, please submit on official letterhead the dates of employment, grade level taught, and signature of the employer (superintendent or personnel director).

Please note that the Certification Unit will be unable to retain a copy of documents related to these requests. If a return of these documents is desired, please enclose with your application a large self-addressed envelope with prepaid postage to cover mailing.

HOW DO I APPLY FOR A SUBSTITUTE TEACHING CERTIFICATE?

Please submit an *Application for Certification*, official transcripts with degree posted from an accredited institution, and an original valid Class 1 or Class 2 Fingerprint Clearance Card issued by the Arizona Department of Public Safety.

WHAT ARE ENDORSEMENTS?

Special subject endorsements are attached to teaching certificates, rather than issued independently, and are issued for Art, Bilingual, Computer Science, Dance, Dramatic Arts, Drivers Education, Elementary Foreign Language, English as a Second Language (ESL), Gifted, Library Media Specialist, Mathematics Specialist, Middle Grade, Music, Physical Education, and Reading Specialist. Requirements for each type endorsement are available from the school district, our Website, by mail or in person.

(PLEASE SEE REVERSE)

WHAT IF I AM AN ARIZONA GRADUATE?

Graduates of teacher preparation programs from Arizona State University (Main, West, and East), Arizona Teacher's Institute, Arizona Institute of Business & Technology, Capella University, Grand Canyon University, Northern Arizona University, Ottawa University, Pima Community College, Prescott College, Rio Salado College, Southwestern College, University of Arizona, University of Phoenix, Western Governor's University, or other institutions that may be approved may be eligible for an Institutional Recommendation.

WHAT IS RECIPROCITY?

An Arizona reciprocal certificate may be issued for one year to applicants who hold a valid out-of-state teaching certificate provided other criteria are met. Applicants must possess a Class 1 or Class 2 Fingerprint Clearance Card (FP) issued by AZ Department of Public Safety (DPS) unless applying from one of 19 approved states, in which case the individual must attest to having been fingerprinted in the state from which the application is made and show proof of applying for an AZ FP Card. Applicants from any of the other thirty states must possess an AZ FP Card. Following the issuance of the Reciprocal Certificate, the applicant will have one year to complete any deficiency in AZ and US Constitutions, Professional & Subject Knowledge assessments, and the AZ FP Clearance Card. No additional certificate with similar requirements may be issued until all deficiencies have been successfully completed. Please note that the Professional Knowledge test can be waived with three years teaching experience during the valid period of the out-of-state teaching certificate; the Subject Knowledge test can be waived with a Master's Degree or higher in the subject area to be taught. Both tests shall be waived for those who hold a current National Board for Professional Teaching Standards Certificate.

HOW DO I RENEW MY CERTIFICATE?

Carefully review the information page attached to the *Application for Renewal of Certificate* for more complete details. Procedures and requirements for renewal are outlined on the page and should be followed closely when completing the application. Generally, certificates may be renewed within six months of expiration. Endorsements are automatically renewed with the certificate at no additional charge. Please consult with the district, refer to the information page of the application, or view our web site for more information.

HOW DO I CHANGE MY NAME ON A CERTIFICATE OR REQUEST A DUPLICATE CERTIFICATE?

If your name has been legally changed or in the event you have lost or misplaced your original certificate, please submit a *Request for Duplicate Copy, Name Change, or Substitute Social Security Number* form. If changing your name, please submit proof of your new name. For example, this proof can be a Marriage License, Divorce Decree, naturalization papers, court order or other Government document that may establish the name change.

WHAT ARE THE FEES?

The fees established by the Department vary with the type of service. There is a \$60 fee for each certificate and each endorsement except Provisional Vocational. For a complete list of fees charged for other certificates, refer to the application form or web site. Each certificate renewal, name change, duplicate copy, and removal of deficiency costs \$20 each. Please remit payments only by personal check, money order or cashier's check made payable to *Arizona Department of Education* and annotated with your social security number. Please NO CASH. Fees paid are not refundable.

WHAT ARE THE ARIZONA EDUCATORS PROFICIENCY ASSESSMENTS (A.E.P.A.)?

A professional knowledge test and a subject knowledge test are required for most teaching certificates. NO OUT-OF-STATE TESTS MAY SUBSTITUTE FOR THESE ASSESSMENTS. A Proficiency Assessment also is required for **all** Administrative Certificates. For further information, please call the Teacher Testing Unit at (602) 364-0595 or National Evaluation Systems, Inc. at 1-800-239-8105.

WHAT ABOUT OTHER QUESTIONS?

The Certification Unit is always interested in assisting with your questions. From a practical perspective, the district can answer most questions, or you may access our web site, or query our interactive call answering system in the Unit. Experience has shown that relatively few questions require answers from speaking with a certification specialist.

HOW LONG WILL THE CERTIFICATION PROCESS TAKE?

Applications will be processed in the order received. Complete applications usually have a reasonably prompt turnaround time. There are, however, seasonal fluctuations in processing times due to surges in service requests, and there are also delays caused by incomplete applications and peak telephone call loads. For these reasons, please apply well in advance, and use the districts' Human Resources office, our web site or automated call system as sources of information. This will enable us to provide the best possible service.

For further certification information, downloadable forms & certification requirements, please visit our web site at:

www.ade.az.gov/certification